

SiteManager **Training Manual**



Module A
Chapter 2

Contract Administration (+)
Contract Records (+)
Contract Funding

Section A-2-5-1 **Modifying Contract Funding**

Student's Version

Indiana Department of Transportation
March 2009 Version 3.9a

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Updating Contract Funding Information

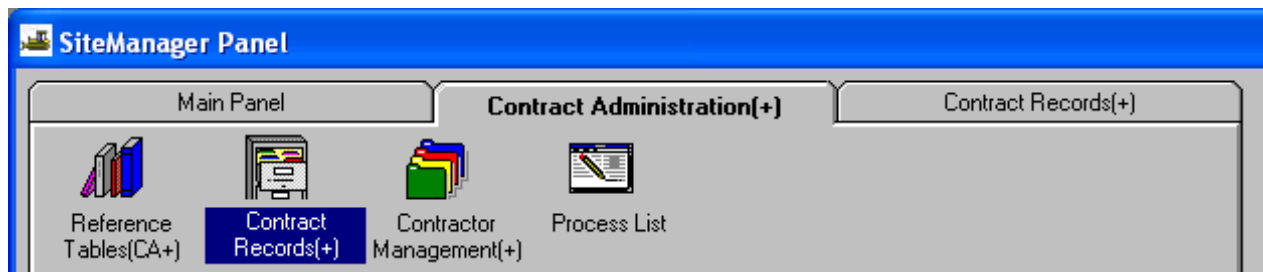
The funding for a contract is set up in the Contract Funding window.

The contract funding can be modified for the following reasons:

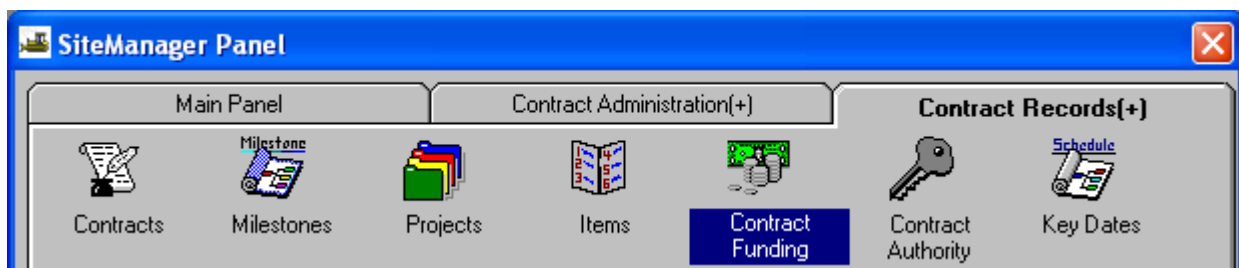
- A. Funds that have associated to the contract in Trns*port are associated to the contract. (page 4)
 - a. Additional information needs to be added to each fund.
 - b. An additional Dummy Fund entry is created for each set of priorities.
 - c. Additional information is added to the generic fields in the Projects window for each project on the contract.
- B. The amount of the fund has been modified (page 15)
- C. Additional funds are associated to a contract. (page 16)



“Double-click” on **Contract Administration (+)** located on the Main Panel.



“Double-click” on **Contract Records +)**



“Double-click” on **Contract Funding**.

Contract List

Selection


Contract ID: R -90005

Find:

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location Description 1
R -90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90005	99-9999955	STP 3387005	PEND	C087	660			ON SR 261 AT OA
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OA

OK Cancel

The **Contract List** panel will open:

If the **Contract List** panel does not open then “click” on the **Open**  button on the toolbar.

The bottom panel contains columns for:

- **Contract ID:** this is the identification number assigned to the contract.
- **Vendor ID:** this is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** this is the assigned Federal or State Project Number.
- **Status:** this field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** this field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** this column indicates the District office administering the contract.
- **Lvl 3:** this column is not utilized by INDOT.
- **Lvl 4:** this column is not utilized by INDOT.
- **Location Description 1:** this column is the description of the physical limits of the contract.

Use the Scroll or Find, Filter, Sort technique to locate the appropriate contract. “Double click” on the appropriate **Contract ID**.

AASHTO SiteManager
File Edit Services Window Help

Contract Funding
Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	982071A	0001		H24	STP-FLEX-STE	1	100.00

Project Number: 9620710
Funding Source Code: H24
Category Number: 0001
Line Item Number:
Local Agreement Nbr: 0
Fed/State Project Nbr: 3387005
Purchase Order Number:
State Funding Code:
Original Cap Amt: 0.00
Current Cap Amt: 0.00

Funding Source Description: STP-FLEX-STE
Source Participation Percent: 80.00
Priority Order: 1
Combine: ☐ Like Item Code
☐ Proposal Num
☒ None
Related Item:
Proposal Line Nbr:
Prev Estimates Amt Used: 0.00
Current Estimate Amt Used: 0.00
INDOT

The Contract Funding panel lists the current funding specifications in the top panel. Data for the selected funding record is displayed in the bottom panel.

- A. Funds that have associated to the contract in Trns*port are associated to the contract.
 - a. Additional information needs to be added to each fund.

AASHTO SiteManager
File Edit Services Window Help

Contract Funding Generic Fields

Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX:STEA	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	982071A	0001		H24	STP-FLEX:STEA	1	100.00

Project Number: 9620710
Funding Source Code: H24
Category Number: 0001
Line Item Number:
Local Agreement Nbr: 0
Fed/State Project Nbr: 3387005
Purchase Order Number:
State Funding Code:
Original Cap Amt: 0.00
Current Cap Amt: 0.00

Funding Source Description: STP-FLEX:STEA
Source Participation Percent: 80.00
Priority Order: 1
Combine:
☐ Like Item Code
☐ Proposal Num
☒ None
Related Item:
Proposal Line Nbr:
Prev Estimates Amt Used: 0.00
Current Estimate Amt Used: 0.00 **INDOT**

“Click” on the appropriate fund in the top panel. Verify that the contract ID corresponds with the appropriate Project Number. The following information needs to be added to each fund:

Purchase Order Number: **Purchase Order Nbr** is the number of the Purchase Order.

“Enter” the appropriate number in the **Purchase Order Nbr** field.

State Funding Code: **State Funding Code** is a code used to identify the fund.

“Enter” the appropriate code in the **State Funding Code** field.

Original Cap Amt: **Original Cap Amt** is the amount of the fund on the purchase order.

“Enter” the amount in the **Original Cap Amt** field.

“Click” on the **Generic Field**  button located on the toolbar.

Contract ID	P.O. Line Number	Fiscal Year (YY)	Priority Order	Source
R -90005	1	09	1	80.0
R -90005			1	20.0
R -90005			1	100.0

Federal Priority: **Federal Priority** is the priority listed on the purchase order. “Enter” the appropriate priority in the Federal Priority field.

P.O. Line Number Fiscal Year: **P.O. Line Number Fiscal Year** is the fiscal year that the portion of funds may begin to be used. P.O. Line Number Fiscal Year is required to be entered before saving the record.

“Enter” the appropriate P.O. Line Number Fiscal Year for the given Priority Number.

P.O. Line Number: P.O. Line Number is the PeopleSoft line number associated to the portion of funds that may begin to be used for the given P.O. Line Number Fiscal Year. P.O. Line Number is required to be entered before saving the record.

“Enter” the appropriate P.O. Line Number for the given Priority Number.

“Click” the **Generic Fields**  button located on the toolbar to close.

Repeat steps on page 4 and 5 for each funding split for this priority.

“Click” the **Save**  button located on the toolbar.

Note: the following fields must match to all entries assigned to a Contract/Project/Category/Line Nbr (if applicable)/ priority level combination:

- Purchase Order
- P.O. Line Number Fiscal Year
- P.O. Line Number

b. An additional Dummy Fund entry is created for each set of priorities. Review the funds associated to the project. Note the following information of the fund entry that contains the highest priority for the series of priorities for the project:

- Project Number
- Category Number
- Line Item Number
- Source Participation Percent
- Highest Priority Number in this series of priorities

Note: A non-participating item will have its own set of priorities and will need it's own dummy fund entry.

“Click” the **New** button located on the toolbar to create a new entry for the dummy fund for the series of priorities.

Note: If the Dummy Funds are not associated to each set of priorities, then the funding calculations will not calculate correctly when estimates are generated and the estimate cannot be approved.

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File Edit Services Window Help

Contract Funding
Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710					0	0

Project Number: 9620710
Funding Source Code: 9620710 3387005
Description: 982071A 3387005

Project Number:

“Click” on the Project Number drop-down field.

“Click” on the Project Number that was noted at the top of the page in the Project Number field.

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File Edit Services Window Help

Contract Funding
Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	962071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710			ZZZ	DUMMY SOURCE FUND	0	0

Project Number: 9620710

Funding Source Code: ZZZ Funding Source Description: DUMMY SOURCE FUND

Category Number: STP SPMS FUND FOR CES DATA - (STP) Priority Order: 0

Line Item Number: W32 URBAN (NON ATTRIB)

Local Agreement Nbr: W33 URBAN-G (NON ATTRIB)

Fed/State Project Nbr: W36 URBAN (ATTRIB)

Purchase Order Number: W37 URBAN-G (ATTRIB)

State Funding Code: ZZZ DUMMY SOURCE FUND

Proposal Line Nbr:

Original Cap Amt: 0.00 Prev Estimates Amt Used: 0.00

Current Cap Amt: 0.00 Current Estimate Amt Used: 0.00 **INDOT**

Funding Source Code:

“Click” on the **Funding Source Code** drop-down list.

“Click” on **ZZZ - Dummy Source Fund**.

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File Edit Services Window Help

Contract Funding
Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	962071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710	0001		ZZZ	DUMMY SOURCE FUND	0	0

Project Number: 9620710

Funding Source Code: ZZZ Funding Source Description: DUMMY SOURCE FUND

Category Number: 0001 Source Participation Percent: 0 Priority Order: 0

Line Item Number: 0001

Local Agreement Nbr:

Fed/State Project Nbr:

Purchase Order Number:

State Funding Code:

Proposal Line Nbr:

Original Cap Amt: 0.00 Prev Estimates Amt Used: 0.00

Current Cap Amt: 0.00 Current Estimate Amt Used: 0.00 **INDOT**

Combine: ☐ Like Item Code ☐ Proposal Num ☒ None

Related Item:

Category Number:

“Click” on the **Category Number** drop-down list.

“Click” the category number noted on the previous page.

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 File Edit Services Window Help

Contract Funding
 Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710	0001		ZZZ	DUMMY SOURCE FUND	0	0

Project Number: 9620710
 Funding Source Code: ZZZ
 Category Number: 0001
 Line Item Number:
 Local Agreement Nbr: 0001
 Fed/State Project Nbr: 0003
 Purchase Order Number: 0004
 State Funding Code: 0005
 Original Cap Amt: 0.00
 Current Cap Amt: 0.00

Funding Source Description: DUMMY SOURCE FUND
 Source Participation Percent: 0
 Priority Order: 0
 Combine:
☐ Like Item Code
☐ Proposal Num
☒ None
 Related Item:
 Proposal Line Nbr:
 Prev Estimates Amt Used: 0.00
 Current Estimate Amt Used: 0.00 **INDOT**

Line Item Number: Line Item Number is selected if this series of funds is for a Non-Participating Item.
 “Click” on the appropriate Line Item Number, if applicable.

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File Edit Services Window Help

Contract Funding

Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710	0001		ZZZ	DUMMY SOURCE FUND	0	100.00

Project Number: 9620710
 Funding Source Code: ZZZ
 Category Number: 0001
 Line Item Number:
 Local Agreement Nbr: 0
 Fed/State Project Nbr:
 Purchase Order Number: CV09123456
 State Funding Code:
 Original Cap Amt: 0.00
 Current Cap Amt: 0.00

Funding Source Description: DUMMY SOURCE FUND
 Source Participation Percent: 100.00
 Priority Order: 2
 Combine: ☐ Like Item Code
☐ Proposal Num
☒ None
 Related Item:
 Proposal Line Nbr:
 Prev Estimates Amt Used: 0.00
 Current Estimate Amt Used: 0.00 **INDOT**


Purchase Order Number: Enter “CV” + Purchase Order Number in the Purchase Order Number field. Example: CV05022668

Source Participating Percent: “Enter” **100.00** in the **Source Participation Percent** field.

Priority Number: “Enter” one number higher than the Priority Number noted on page 5.
 For example: If the highest priority for the set of priorities was noted as 1, then enter 2.

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File Edit Services Window Help

 Save

Contract ID: R-90005

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90005	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90005	9620710	0001		01	STATE FUNDS	1	20.00
R-90005	962071A	0001		H24	STP-FLEX-STE	1	100.00
R-90005	9620710	0001		ZZZ	DUMMY SOURCE FUND	0	100.00

Project Number: 9620710

Funding Source Code: ZZZ

Category Number: 0001

Line Item Number:

Local Agreement Nbr: 0

Fed/State Project Nbr:

Purchase Order Number: CV09123456

State Funding Code:

Original Cap Amt: 0.00

Current Cap Amt: 0.00

Funding Source Description: DUMMY SOURCE FUND

Source Participation Percent: 100.00

Priority Order: 2

Combine: ☐ Like Item Code ☐ Proposal Num ☒ None

Related Item:

Proposal Line Nbr:

Prev Estimates Amt Used: 0.00

Current Estimate Amt Used: 0.00

INDOT

Original Cap Amt: Original Cap Amt remains 0.00.

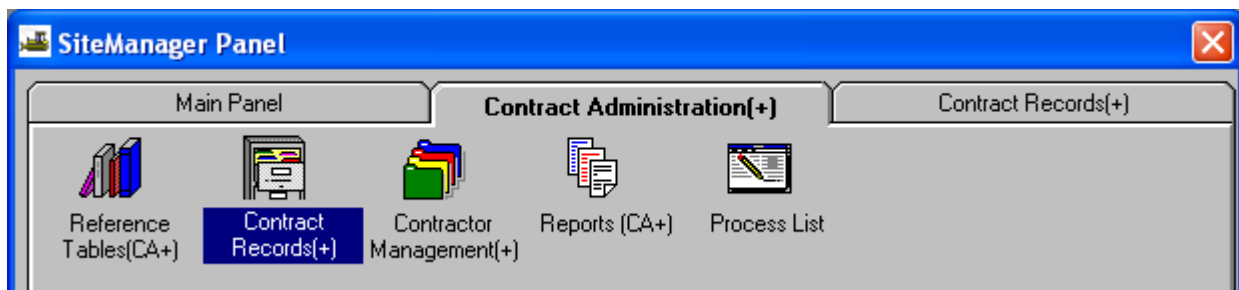
“Click” the **Save**  button located on the toolbar.

Repeat the steps beginning on page 6 to add the dummy fund to each set of priorities.

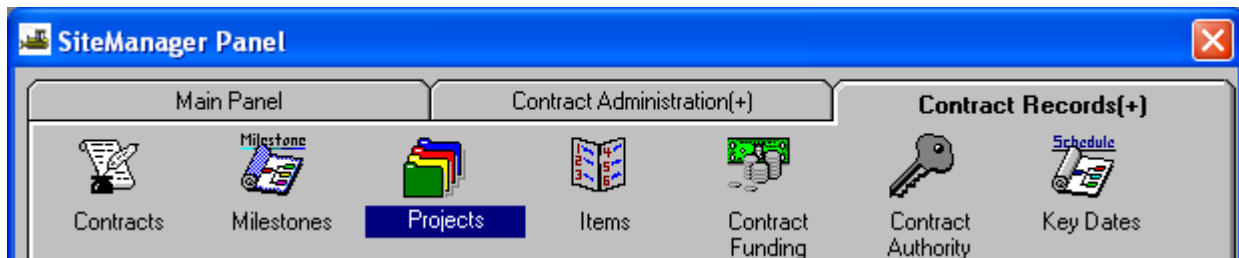
- c. Additional information is added to the generic fields in the Projects window for each project on the contract.



“Double-click” on Contract Administration icon located on the Main Panel.



“Double-click” on **Contract Records**.



“Double-click” on **Project**.

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File Edit Services Window Help

Projects Open

Description Counties Adjustment Indices

Contract ID:

Project Nbr: Fed St Proj Nbr: Alt Proj ID:

Description: Spec Yr:

Description: Unit Sys:

Status: Spaces Complete Release Retainage Auth Pay Limit: \$0.00

Prj Type: Spaces Work Type: Spaces Acct Proj Nbr:

Route Nbr: Sect Nbr: Surface Type: Spaces

Road Name: Road System: Spaces

Location: Engr Pct: 0.0000

Location: Work Site: Spaces

Beg Sta: Beg Termini: Latitude: 0

End Sta: End Termini: Longitude: 0

If the appropriate Contact ID and Project ID is not selected, “click” on the **Open**  button located on the toolbar.

Select Contract Project

Selection

Contract ID R -90005

Project Nbr 9620710

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
R -90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OA
R -90005	99-9999955	STP 3387005	PEND	C087	660			ON SR 261 AT OA
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OA

OK Cancel

“Double-click” on the appropriate **Contract ID**.

Select Contract Project

Selection

Contract ID: R-90005

Project Nbr:

Find:

Project Nbr

PCN	Fed State/Prov Prj Nbr	Description
9620710	3387005	INTERSECTION IMPROVEMENT
982071A	3387005	TRAFFIC SIGNAL MODERNIZATION

OK Cancel

“Double-click” on the appropriate **PCN**.

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File Edit Services Window Help

Projects Generic Fields

Description Counties Adjustment Indices

Contract ID: R-90005

Project Nbr: 982071A Fed St Prj Nbr: 3387005 Alt Prj ID:

Description: TRAFFIC SIGNAL MODERNIZATION Spec Yr: 1995

Description: Unit Sys: Metric

Status: PRELIMINARY ESTIMATE Complete Release Retainage

Prj Type: TRAFFIC SIGNALS, NEW OR Work Type: TRAFFIC SIGNALS

Route Nbr: 261 Sect Nbr:

Road Name: SR 261

Location: WARRICK COUNTY - ON SR 261 AT OAK GROVE ROAD

Location: (RP 001+015)

Beg Sta: 5+440.000 Beg Termini: 001+015 Latitude: 0

End Sta: 5+930.000 End Termini: Longitude: 0

Auth Pay Limit: \$0.00 Acct Prj Nbr:

Surface Type: NONE Road System: STATE ROAD

Engr Pct: 10.0000 Work Site: Rural - Old

“Click” on the **Generic Fields** button located on the toolbar.

Enter the following information with information from the Purchase Order:

Object: Enter the information located in the OBJ field of the Purchase Order in the **Object** field.

Location: Always “enter” 500 in the **Location** field.

Cost Acct: Enter the information located in the ACTV field of the Purchase Order in the **Cost Acct** field.

Fund: Always “enter” 400 in the **Fund** field

Function: Enter the last two number of the ORGN field of the Purchase Order in the **Function** field.

PO Date: Enter the date the Purchase Order was issued in the **PO Date** field.

Approp: Enter the first three numbers of the APPR. UNIT field of the Purchase Order in the **Approp** field.

“Click” the **Generic Fields**  button located on the toolbar to close..

“Click” the **Save**  button located on the toolbar.

“Click” the **Close**  button located on the toolbar.

B. The amount of the fund has been modified

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File Edit Services Window Help

Contract Funding [Save]

Contract ID: R-90002

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90002	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90002	9620710	0001		01	STATE FUNDS	1	20.00
R-90002	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90002	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90002	982071A	0001		ZZZ	DUMMY SOURCE FUND	2	100.00

Project Number: 982071A
 Funding Source Code: H24
 Category Number: 0001
 Line Item Number:
 Local Agreement Nbr: 0
 Fed/State Project Nbr: 3387005
 Purchase Order Number: 05022668
 State Funding Code: 405
 Original Cap Amt: 78399.68
 Current Cap Amt: 83399.68

Funding Source Description: STP-FLEX-STE
 Source Participation Percent: 100.00
 Priority Order: 1
 Combine: ☐ Like Item Code
☐ Proposal Num.
☒ None
 Related Item:
 Proposal Line Nbr:
 Prev Estimates Amt Used: 0.00
 Current Estimate Amt Used: 0.00

When the amount of a fund is modified, the Current Cap Amt field is modified to the new cumulative amount used from the fund.

Example:

Original Cap Amount	\$78399.68
<u>Advice of Change</u>	<u>\$ 5000.00</u>
Current Cap Amount	\$83399.68

Note: The Current Cap Amt cannot be less than the combination of the Prev Estimates Amt Used + Current Estimates Amt Used.

“Click” the **Save**  button located on the toolbar.

C. Additional funds are associated to a contract.

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File Edit Services Window Help

Contract Funding Save

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00

Project Number: 982071A
Funding Source Code: ZZZ
Category Number: 0001
Line Item Number:
Local Agreement Nbr: 0
Fed/State Project Nbr:
Purchase Order Number: CV05022668
State Funding Code:
Original Cap Amt: 0.00
Current Cap Amt: 0.00

Funding Source Description: DUMMY SOURCE FUND
Source Participation Percent: 100.00
Priority Order: 3
Combine:
☐ Like Item Code
☐ Proposal Num
☒ None
Related Item:
Proposal Line Nbr:
Prev Estimates Amt Used: 0.00
Current Estimate Amt Used: 0.00
INDOT

Review the funds for the project where the new fund is being added.

Locate the **ZZZ – Dummy Fund** associated to the set of funds where the new fund is being added. Note the Priority Order. The new fund that is being added will use this priority number.

Priority Order: Note the Priority Number of the ZZZ- Dummy Fund for the set funds the new fund will be added. This will be the Priority number that will be used on the new added fund. Increase the **Priority Number of the ZZZ – Dummy Fund** by 1. The Dummy Fund will always have the highest priority number of the funds in the set of priorities.

Example: If the ZZZ – Dummy Fund is 2 prior to adding a new fund, then change it to 3.

Note: Non-Participating items will have their own set of funds and priorities.

“Click” the **Save**  button located on the toolbar.

AASHTO SiteManager

File Edit Services Window Help


Contract Funding

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STEAs	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STEAs	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R-90001	982071A					0	0

Project Number: 982071A
 Funding Source Code: 9620710 3387005
 Category Number: 982071A 3387005
 Line Item Number:
 Local Agreement Nbr:
 Fed/State Project Nbr:
 Purchase Order Number:
 State Funding Code:
 Original Cap Amt: 0.00
 Current Cap Amt: 0.00

Description:
 Participation Percent: 0 Priority Order: 0
 Combine: ☐ Like Item Code ☐ Proposal Num ☒ None
 Related Item:
 Proposal Line Nbr:
 Prev Estimates Amt Used: 0.00
 Current Estimate Amt Used: 0.00

To add a new funding source to a contract “click” the **New**  button located on the tool bar.

Project Number: the **Project Number** is a unique number assigned to the project. Click on the **Project Number** drop down list and select the appropriate project.

Funding Source Code: **Funding Source Code** is coding assigned by procurement.

“Click” on the drop down arrow and “select” the appropriate **Funding Source Code**.

Funding Source Description: **Funding Source Description** is automatically populated once the **Funding Source Code** has been selected.

Contract Funding

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R-90001	982071A			01B	STATE FUNDS PRIORITY 2	0	0

Project Number: 982071A

Funding Source Code: 01B Funding Source Description: STATE FUNDS PRIORITY 2

Category Number: 00M ADVANCED CONSTRUCTION, HAZARD ELIM

Line Item Number: 01 STATE FUNDS

Local Agreement Nbr: 01A STATE FUNDS PRIORITY 1

Fed/State Project Nbr: 01B STATE FUNDS PRIORITY 2

Purchase Order Number: 01C STATE FUNDS PRIORITY 3

State Funding Code: Proposal Line Nbr:

Original Cap Amt: 0.00 Prev Estimates Amt Used: 0.00

Current Cap Amt: 0.00 Current Estimate Amt Used: 0.00

Funding Source Code: Funding Source Code is coding assigned by procurement.

“Click” on the drop down arrow and “select” the appropriate **Funding Source Code**.

Funding Source Description: Funding Source Description is automatically populated once the **Funding Source Code** has been selected.

Contract Funding

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R-90001	982071A	0001		01B	STATE FUNDS PRIORITY 2	0	0

Project Number: 982071A

Funding Source Code: 01B Funding Source Description: STATE FUNDS PRIORITY 2

Category Number: 0001

Line Item Number: 0001

Local Agreement Nbr:

Fed/State Project Nbr:

Purchase Order Number:

State Funding Code: Related Item:

Original Cap Amt: 0.00 Prev Estimates Amt Used: 0.00

Current Cap Amt: 0.00 Current Estimate Amt Used: 0.00

Combine: ☐ Like Item Code ☐ Proposal Num ☒ None

Category Number: Category Number is a grouping of Items assigned during the design phase. Items can be grouped within Categories for various funding reasons.

“Click” on the drop down arrow and “select” the appropriate **Category Number**.

Contract Funding

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R-90001	982071A	0001		01B	STATE FUNDS PRIORITY 2	2	100.00

Project Number: 982071A

Funding Source Code: 01B Funding Source Description: STATE FUNDS PRIORITY 2

Category Number: 0001 Source Participation Percent: 100.00 Priority Order: 2

Line Item Number: 0001

Local Agreement Nbr: 0002

Fed/State Project Nbr: 0003

Purchase Order Number: 0004

State Funding Code: 0005

Original Cap Amt: 0.00

Current Cap Amt: 0.00

Combine: ☐ Like Item Code
☐ Proposal Num
☒ None

Related Item:

Proposal Line Nbr:

Prev Estimates Amt Used: 0.00

Current Estimate Amt Used: 0.00

Source Participation Percent: **Source Participation Percent** is the percentage of the total amount in the Project/Category provided by the Funding Source. (For example, many federal aid Funding Sources provide 80% of the funding for the Project/Category.). This is a required field; a valid percentage is between 1 and 100.

“Click” in the **Source Participation Percent** field and enter the appropriate percentage.

Priority Order: **Priority Order** indicates the order in which funds are appropriated to the Contract.

“Click” in the **Priority Order** field and enter the Priority Number that was previously associated to the ZZZ - Dummy Fund.

Line Item Number: **Line Item Number** is the Project Line Item Number of a Non-Participating item on the project. The Non-Participating Items have their own Funds and set of priorities within the project.

“Click” on the drop down arrow and “select” the appropriate **Line Item Number** if the item is a Non-Participating Item

Contract Funding

Contract ID: R-90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R-90001	982071A	0001		01B	STATE FUNDS PRIORITY 2	2	100.00

Project Number: 982071A
 Funding Source Code: 01B
 Category Number: 0001
 Line Item Number:
 Local Agreement Nbr: 0
 Fed/State Project Nbr: 3387005
 Purchase Order Number: 05022670
 State Funding Code: 405
 Original Cap Amt: 15000.00
 Current Cap Amt: 15000.00

Funding Source Description: STATE FUNDS PRIORITY 2
 Source Participation Percent: 100.00
 Priority Order: 2
 Combine: ☐ Like Item Code ☐ Proposal Num ☒ None
 Related Item:
 Proposal Line Nbr:
 Prev Estimates Amt Used: 0.00
 Current Estimate Amt Used: 0.00

Local Agreement Nbr: Local Agreement Nbr are numbers used to identify an agreement between a local authority and the INDOT. The agreement defines the funding provided by the local authority with regard to a particular Contract. “Click” in the **Local Agreement Nbr** field and “enter” the appropriate number, if applicable.

Federal/State Project Nbr: Federal/State Project Nbr is the number assigned for the Federal/State Project Number. “Enter” the appropriate number in the **Federal/State Project Nbr** field.

Purchase Order Nbr: Purchase Order Nbr is the number of the Purchase Order. “Enter” the appropriate number in the **Purchase Order Nbr** field.

Original Cap Amt: Original Cap Amt is the original amount of funding from the fund. “Enter” the appropriate number in the **Original Cap Amt** field.

Current Cap Amount: is the funding amount from the purchase order for the selected fund. Additional funds from Advice of Change form associated to the selected funding source will modify the **Current Cap Amount**.

Previous Estimate Amt Used: Previous Estimate Amt Used is the amount used from the selected fund on approved estimates.

Current Estimate Amt Used: Current Estimate Amt Used shows the current generated estimate amount for selected funding source.

AASHTO SiteManager
 File Edit Services Window Help

Contract Funding Save

Contract ID:

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
R-90001	9620710	0001		H24	STP-FLEX-STE	1	80.00
R-90001	9620710	0001		01	STATE FUNDS	1	20.00
R-90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R-90001	982071A	0001		H24	STP-FLEX-STE	1	100.00
R-90001	982071A	0001		01B	STATE FUNDS PRIORITY 2	2	100.00
R-90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00

Project Number:

Funding Source Code: Funding Source Description:

Category Number: Source Participation Percent: Priority Order:

Line Item Number:

Local Agreement Nbr:

Fed/State Project Nbr:

Purchase Order Number:

State Funding Code:

Original Cap Amt: Prev Estimates Amt Used:

Current Cap Amt: Current Estimate Amt Used:

Combine: ☐ Like Item Code ☐ Proposal Num ☒ None

Related Item:

Proposal Line Nbr:

“Click” the **Save**  button located on the toolbar.

The funds will be sorted.

“Click” on the fund that is being added located in the top panel.

“Click” on the **Generic Fields**  button located on the toolbar.

Federal Priority: **Federal Priority** is the priority listed on the purchase order.

“Enter” the appropriate priority in the Federal Priority field.

P.O. Line Number Fiscal Year: **P.O. Line Number Fiscal Year** is the fiscal year that the portion of funds may begin to be used. P.O. Line Number Fiscal Year is required to be entered before saving the record.

“Enter” the appropriate P.O. Line Number Fiscal Year for the given Priority Number.

P.O. Line Number: P.O. Line Number is the PeopleSoft line number associated to the portion of funds that may begin to be used for the given P.O. Line Number Fiscal Year. P.O. Line Number is required to be entered before saving the record.

“Enter” the appropriate P.O. Line Number for the given Priority Number.

“Click” the **Generic Fields**  button located on the toolbar to close.

“Click” the **Save**  button located on the toolbar.

Note: the following fields must match to all entries assigned to a Contract/Project/Category/Line Nbr (if applicable)/ priority level combination:

- Purchase Order
- P.O. Line Number Fiscal Year
- P.O. Line Number

“Click” the **Close**  button located on the toolbar.

Updating Contract Funding Information

A-2-5-1 Group Exercise

A second Purchase Order has been created for Contract R -90004. Add the funds to the contract.

Login update
Password pass

Purchase Order Information:

Purchase Order Number: 05022887
Project: 9620710
Category 0001
Fund Source Code State Funds Priority 2
Source Participation Percent 100
Federal/State Project Number 3387005
State Funding Code 401
Original Cap Amount \$5,000.00
Federal Priority 02
P.O. Line Number Fiscal Year 05
P.O. Line Number 1

Double-click on **Contract Administration (+)**

Double-click on **Contract Records (+)**

Double-click on **Contract Funding**

Click the **Open** button

Select Contract ID R -90004

Top Panel: Select the Dummy Fund entry for Project 9620710

Bottom Panel: Enter Priority Order 3

Click in the Bottom Panel

Click **New**

Project Number 9620710

Funding Source Code 01B

Category Number 0001

Source Participation Percent 100

Priority Order 2

Federal/State Project Number 3387005

Purchase Order Number 05022887

State Funding Code	<u>401</u>
Original Cap Amount	<u>\$5,000.00</u>
Click on the Generic Fields button located on the toolbar	
Federal Priority	<u>02</u>
P.O. Line Number Fiscal Year	<u>05</u>
P.O. Line Number	<u>1</u>

“Click” on the **Generic Fields** button located on the toolbar.

“Click” **Save**.

“Click” **Close**.